



Kelseyville Riviera Community Association  
Notice of meeting: Board of Directors Meeting Agenda  
9689 State Hwy. 281, Kelseyville, CA 95451

DRAFT

**BOARD MEETING MINUTES**

August 14, 2023

6:00PM

**Zoom meeting information:**

<https://us06web.zoom.us/j/83166069629?pwd=N0dSaU5YQXUrWiNoR29YTjB3YjVOUT09>

**Meeting ID: 831 6606 9629**

**Passcode: 688270**

1. Call to Order 1800
2. Pledge of Allegiance Moses
3. **MEETING RULES: No Audio or video recording allowed by attendees.** However, the Secretary may record the meeting to aid in the preparation of minutes. The recording is deleted once the minutes have been prepared. As provided in the "Open Meeting Act," members may observe the meeting but do not have the right to participate in the board's deliberations or votes. Members may address issues during the open forum portion of the meeting. If attendees become disruptive, they may be expelled from the meeting and/or fined.
4. **Open Forum:** During open forum, each attendee may address the board for up to (3) three minutes. A director or manager may briefly respond to statements made or questions posed. If appropriate, *the Board can discuss creating an agenda item in the future to discuss the issue. Speakers must observe rules of decorum and not engage in other disruptive behavior.* If a speaker is in the middle of a sentence when time is called, he/she may finish their thought before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to others. All persons must follow the Meeting Rules listed at the top of this agenda. NO action or responses are allowed from Board Members, during this time. An item can be added to future agendas. Disruptive behavior, swearing, or yelling will result in a request to leave. (1) welcome new member, (2) member provided paperwork re: potential basketball court to the board.
5. **Approval of the Agenda** add 9.13 Committee member applications. Motion by Chris, second by Hilde, unanimous all in favor.
6. **Approve:** July 10<sup>th</sup> 2023 minutes Motion by Chris to include edits (pg 3 change to "Sale of KRCA" instead of "Purchase of KRCA property", change "directed" to "requested," Change Ausiust 1st, 202" to "Sept 1st 2023," page 4 add "clean up days" to be added to a future agenda date, change 4803 to 4830). Second by Emily, unanimous all in favor.

7. Committee Reports:

- ✓ **Fire Safety – Chris Weston** \* There will be a meeting tomorrow at 6:30pm with guest speaker (arborist). See Fire Safety meeting minutes for more details.
- ✓ **Finance/Budget –Ad hoc committee no further information until September** ~\$129,000 cash in operating account, ~\$221,000 in reserves account.
- ✓ **ACP-** applications (4 painting, 5 roof, 5, solar, 1 fence, 6 misc).
- ✓ **Nominating/Elections Committee-** meeting later this week to discuss recalls.
- ✓ **Strategic Planning** meeting this week. strategic plan last done in 2019-goal is modifying previous plan. so far ½ is reviewed. Committee is trying to figure out best way to discuss with board to best address the plans.
- ✓ **Manager’s report** town hall-had lots of support. Thank you! we are continuing to collect dues.

8. Old Business:

- A. Appoint Board Officers and check signers (1) motion by Sam for Emily to remain secretary. second by Moses, unanimous all in favor. (2) Motion by Sam for Chris to remain treasurer. second by Hilde, unanimous all in favor. (3) Moses made a motion for Hilde to be the VP. Second by Sam. Unanimous all in favor. (4) Motion by Chris for Moses to remain president. Second by Hilde. unanimous all in favor. (5) Chris made a motion to add Hilde/Moses/Chris as a check signers for Umpqua bank (operating account). second by Sam. Unanimous all in favor.
- B. Website Update: Tina Turner add notice to message page for 24-28hr reply by office. goal is the website to be fully operation by 9/1/23.
- C. Picnic Area Update: TBD, working on fix for gap by fence.
- D. Pool Update – Riviera Hill have not received any bids on fixing pool, Riviera Hill offers if we (HOA) fix the pool then lease the pool–very expensive to do this.
- E. Update on 2 New cameras- Installed
- F. Fall Chipping Date-November 1<sup>st</sup>, 2023- members should apply by 10/20/23. Chipping done by Timberland.
- G. NCO- Home Hardening Update – there will be a meet and greet this week in the new Clearlake office.
- H. Silent Auction update. September 1st, 2023
- I. Review Policy for Member Conduct \*\*add to next agenda for action\*\*
- J. Board of Directors Orientation went well. orientation provided by Tinnley Law Group.
- K. Use of KRCA owned properties update County will review rezoning of Riviera properties in about 6 months. Tina to discuss potential “pocket parks” with county.
- L. “Clean up” days – Coffee and talk social, children’s story time, free yoga and stretching class, children’s hands on projects, walking group, book club;
- M. AED (portable defibrator device) est \$1600, other HOAs have one. LEGally we are not obligated to have one on site. \*\*discuss at next meeting\*\*

## 9. New Business:

1. Review Davis Stirling on Board Meeting Notices: 4 days notice for regular meeting. 2 days for executive session. Emergency meeting does NOT require notice to the public but need to be announced at next public meeting that an emergency session occurred/etc.
2. Board member Communicating on Emergency Issues requires labeling as such. cannot have 3 directors in one location—this constituted a meeting.
3. Historical Roles of Fire Safety Committee
  - Volunteer(s) performing inspection
  - Fine tune Fire Safety Rules
  - Hear Fire Safety Appeals

\*\*Tina to discuss with Mike re: do we need more help needed in summer for ongoing fire risk/get all work/assessments done in timely manner.
4. Discuss Authority to Limit Member Rights –table, unsure what this item is regarding.
5. Consider Member Conduct Policy –table
6. Authorize Sunrise Assessment Services to proceed with recording Notice of Delq. Asses. on 043-613-03 Motion by Emily, second by Hilde, Chris abstain, Moses and Sam in favor.
7. Procedure for Handling Board Recall Petitions-table, \*\*Speak with Tinnley LAW Group\*\*
8. Policy on Sergeant at Arms \*\*Tina to discuss with other HOAs\*\*
9. Beckstoffer signage just passed “Amber Knolls” entrance -Tina re: firewise banner. Motion by Chris to approve purchase of banner, Emily second. Unanimous all in favor.
10. Half-court / multi-use court at end of parking lot (perpendicular)need to get 3 bids  
1<sup>st</sup> bid is completed, the 2<sup>nd</sup> and 3<sup>rd</sup> are scheduled. -table, ongoing
11. Installing a book box – George Bloomfield Motion by Chris to approve. Hilde second. Emily abstain. Moses and Sam in favor.
12. Bids to remove pine tree at corner of parking lot. Table for now. Chris to discuss with arborist at fire safely meeting.
13. Committee member applications: Sam will be the board liaison for the social committee. (1) April Leiferman for social/rivieran committee. Motion to approved by Emily. Second by Moses. Unanimous all in favor. (2) Gail Rosander for social committee. Motion to approve by Emily. Second by Hilde. Unanimous all in favor. (3) Sharon Fox for ACP, strategic planning, and social/rivieran committee. Motion to approved by Chris, second by Hilde. Unanimous all in favor. (4) Jason Baker for FireWise committee. Motion to approve by Chris. Second by Moses. Unanimous all in favor. (5) George Bloomfield for Strategic Planning. Motion to approve by Chris. Second by Hilde. Unanimous all in favor. \*\*\* review Yvonne Gahaghan and English Ramon at next meeting\*\*\*

## 10. Adjourn 2052